

<i>NATIONAL MARINE FISHERIES SERVICE POLICY DIRECTIVE 30-123</i>	
<i>JUNE 1, 2005</i>	
<i>Administration and Operations</i>	
<i>ADMINISTRATIVE RECORDS GUIDELINES</i>	
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<i>SUMMARY OF REVISIONS:</i>	

Introduction. All regions, science centers, and most headquarters offices of the National Marine Fisheries Service (NMFS) are involved in the promulgation of regulations. Development of policy that leads to rulemaking generates information and decisions that constitute an administrative record of the process. Proper documentation of these steps and associated data on which decisions are based is a fundamental part of the public policy responsibilities of the Agency. The purpose of issuing guidelines for administrative recordkeeping is to ensure efficient and effective compliance and implementation by NMFS of the applicable law and regulations on administrative records.

Objective. Ensuring consistent, complete and compliant administrative records of Agency policy and regulatory decisions is an essential function of a resource management agency.

Authorities and Responsibilities. This directive establishes the following authorities and responsibilities:

Directors of regions, centers and headquarters offices have the responsibility to implement the provisions of the administrative records guidelines found in Procedural Directive 30-123-01.

Measuring Effectiveness. The NMFS Deputy Assistant Administrator for Regulatory Programs shall periodically assess the compliance with and utility of the Administrative Records Guidelines, and implement remedial actions with the Directors or changes to the guidelines, using the Policy Directives process, as circumstances dictate.

References. A Procedural Directive will be issued to implement this policy.

____/S/_____ William T. Hogarth, Ph.D. Assistant Administrator for NOAA Fisheries	June 1, 2005 Date
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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

NMFS Procedural Directive 30-123-01, *NOAA Fisheries Guidelines for Agency Administrative Records*